

Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce  
Permanent Secretary Office

No.2823/PSO.DERM  
Vientiane Capital, Date: 26 November 2018

## Notice

To: Provincial Department of Industry and Commerce  
District Office of Industry and Commerce  
Registered Enterprises (individuals or legal entities)

Subject: Carving Enterprise Seals and Enterprise Signage

- Pursuant to the Law on Enterprises (Revised) 2013;
- Pursuant to the Law on Signs 2018;
- Pursuant to the Decree on Seals No.322/GOV, dated 1 October 2018;
- Pursuant to Sub-paragraphs 7.1.2.1 and 1.2.1 of the Order No.02/PM, dated 1 February 2018 on the Improvements of Regulations and Coordination Mechanism in Business Operations in Lao PDR.

To ensure effective implementation of enterprise carving enterprise seals and enterprise signage as defined in the laws and regulations, aiming at enabling “Start-up business” to be smooth [and] fast, the Permanent Secretary Office of the Ministry of Industry and Commerce would like to notify relevant stakeholders for implement as follows:

### A. Carving seal

After enterprise registration, the respective enterprise may its enterprise registration license to present to the Public Security Sector for carving an enterprise seal as defined in Article 21 (new) of the Law on Enterprises (Revised) 2013 and Article 22 of the Decree No.322/GOV, dated 1 October 2018 on [Enterprise] Seals. It is prohibited to issue a carving seal permission;

### B. Enterprise Signage

1. After an investor is granted an enterprise registration license (individual or legal entity), it shall present its enterprise registration license to the [sign company] to produce an enterprise signage without applying for a permission as used to practice in the past.
2. Contents of enterprise signage shall include:
  - Enterprise name as specified on the enterprise registration license;
  - Enterprise identification number;
  - Tax identification number (if any);
  - Telephone number (that could be contacted).

In addition to contents as mentioned above, the enterprise may add its logo or QR Code on the top right of the enterprise signage.

Every time, when contents of enterprise registration license are changed that caused changes in the contents of enterprise signage, such enterprise shall produce a new enterprise sign name accordingly.

3. Foreign language used in the enterprise signage shall be only in English as specified on the enterprise registration license. Lao and English languages on such enterprise signage, Lao language shall be above English language and the size of English letters shall not be larger than two thirds (2/3) of the size of Lao language;
4. The size of enterprise signage shall be fit to the location or space where the sign would be installed without causing [negative] impacts on the natural scenery, surrounding environment, safety, causing problems to the traffic, however, the minimum size of the sign shall not be less than 30x60 centimeters and maximum shall not be more than 1.5 meters x 3 meters;
5. The background color and letters of the enterprise signage shall be white background with red letters and the private individual enterprise and collective enterprise shall be in yellow background with red letters;
6. The enterprise signage is a symbol indicating basic identification of the enterprise to the public. The installation an enterprise signage shall be at the front of the [enterprise] office or where the enterprise is located (in case of small enterprise that has an office located at the same place of business operations such as retailer or grocery shop);
7. The enterprise shall select contents of its enterprise signage as deemed appropriate either as specified under Appendix I nor II of this Notice;
8. The relevant enterprise registrar shall post or display Appendix I and II as specified in paragraph 7 of this Notice at any spot that is deemed convenient for investors to take photos or make photocopy. In addition, investors or interested party may access or download from the website of Department of Enterprise Registration and Management ([www.erm.gov.la](http://www.erm.gov.la));
9. This Notice enters into force from the 5<sup>th</sup> of December 2018 and replaces Notice No.1542/PSO.DERM, dated 21 June 2018 on Carving Enterprise Seals and Signage.

You shall be informed and implement this Notice.

Secretary of PSO

[signed and stamped]

Mrs. Bansati THEPPHAVONG

C/C to:

- PSO, Ministry of Public Security;
- PSO, Ministry of Information, Culture and Tourism;
- PSO, Ministry of Public Works and Transportation;
- Other relevant stakeholders.

## Appendix

### I. Mode of Signage for Individual and Collective Enterprise

#### A. Mode of Signage for Individual and Collection Enterprise with only Lao language

Logo (if any)	<b>(Name of Enterprise in Lao)</b> .....
QR Code (if any)	
Enterprise Identification Number: .....	
Tax Identification Number: .....	
Telephone: ..... Fax: .....	

#### (Example 1) Mode of Signage with no Logo or QR Code

<b>ບໍລິສັດ ວັນອິນລາວ ບໍລິການທາງດ້ານກົດໝາຍ ຈໍາກັດຜູ້ດຽວ</b>
Enterprise Identification Number: 01-00021575
Tax Identification Number: 123456789988

#### (Example 2) Mode of Signage with Logo or QR Code

 	<b>ບໍລິສັດ ວັນອິນລາວ ບໍລິການທາງດ້ານກົດໝາຍ ຈໍາກັດຜູ້ດຽວ</b>
	Enterprise Identification Number: 01-00021575 Tax Identification Number: 123456789988

**B. Mode of Signage for Individual and Collection Enterprise with Lao and English languages**

Logo (if any)	(Name of Enterprise in Lao language)
QR Code (if any)	(Name of Enterprise in English)
Enterprise Identification Number: .....	
Tax Identification Number: .....	
Telephone: ..... Fax: .....	

**(Example 1) Mode of Signage with no Logo or QR Code**

<p>ບໍລິສັດ ວັນອິນລາວ ບໍລິການທາງດ້ານກົດໝາຍ ຈຳກັດຜູ້ດຽວ ONE IN LAOS LEGAL SERVICES SOLE LIMITED COMPANY</p> <p>Enterprise Identification Number: 01-00021575 Tax Identification Number: 123456789988</p>
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**(Example 2) Mode of Signage with Logo or QR Code**

<p>ບໍລິສັດ ວັນອິນລາວ ບໍລິການທາງດ້ານກົດໝາຍ ຈຳກັດຜູ້ດຽວ ONE IN LAOS LEGAL SERVICES SOLE LIMITED COMPANY</p> <p>Enterprise Identification Number: 01-00021575 Tax Identification Number: 123456789988</p>
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## II. Mode of Signage for State Enterprise



### A. Mode of Signage for State Enterprise with only Lao language

Logo (if any)	<b>(Name of Enterprise in Lao)</b> .....
QR Code (if any)	
Enterprise Identification Number: .....	
Tax Identification Number: .....	
Telephone: ..... Fax: .....	

#### (Example 1) Mode of Signage with no Logo or QR Code

<b>ລັດວິສາຫະກິດຖືຮຸ້ນລາວ</b>
Enterprise Identification Number: 01-00021575
Tax Identification Number: 123456789988
Telephone: 021 416732, 020 59999272 Fax: 021 416732

#### (Example 2) Mode of Signage with Logo or QR Code

 	<b>ລັດວິສາຫະກິດຖືຮຸ້ນລາວ</b>
Enterprise Identification Number: 01-00021575	
Tax Identification Number: 123456789988	
Telephone: 021 416732, 020 59999272 Fax: 021 416732	

**B. Mode of Signage for State Enterprise with Lao and English languages**

Logo (if any)	(Name of Enterprise in Lao language)
QR Code (if any)	..... (Name of Enterprise in English) .....
Enterprise Identification Number: .....	
Tax Identification Number: .....	
Telephone: ..... Fax: .....	

**(Example 1) Mode of Signage with no Logo or QR Code**

<p>ລັດວິສາຫະກິດຖືຮຸ້ນລາວ</p> <p>Lao Holding State Enterprise</p> <p>Enterprise Identification Number: 01-00021575</p> <p>Tax Identification Number: 123456789988</p> <p>Telephone: 021 416732, 020 59999272 Fax: 021 416732</p>
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**(Example 2) Mode of Signage with Logo or QR Code**

 	<p>ລັດວິສາຫະກິດຖືຮຸ້ນລາວ</p> <p>Lao Holding State Enterprise</p> <p>Enterprise Identification Number: 01-00021575</p> <p>Tax Identification Number: 123456789988</p> <p>Telephone: 021 416732, 020 59999272 Fax: 021 416732</p>
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